

Jefferson County Circuit Judge Marriage/Civil Union Ceremony Procedure

1. **LICENSE:** Apply for the license in the County Clerk's office, 100 South 10th Street, Room 105, Mt. Vernon, IL at least one day prior. You must have photo identification and a certified birth certificate. You may apply for the license up to 60 days prior to ceremony. You must be in the County Clerk's office by 3:30 p.m. as we close at 4:00 p.m. and it takes approximately 30 minutes to complete the process.

2. **FEE:** The license is \$75.00 and the Judge's Fee is \$10.00, for a total of **\$85.00** payable by cash, local personal check or debit/credit card (processing fee applies).

3. **WHEN:** The Judge will marry on **Fridays at 2:00 p.m.** The County Clerk's office will text the Judge the names, contact number and preferred date of ceremony as long as it is not on the list of no Judges available.

JoBeth Weber, Resident Circuit Judge
Connie Simmons, Jefferson County Clerk